

**Town of Westford  
Parks & Recreation Commission Minutes  
February 5, 2007  
Millenium Administrative Building  
7:00 P.M.**

The following are the minutes of the February 5, 2007 Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

**Commissioners Present:** Kacy Caviston, Wayne D'Agostino, John McNamara, Carolyn Metcalf

**Staff Present:** Pat Savage, Director, Sandra Habe, Assistant Director

**Visitors Present:** John Amato

**I. Approval of Agenda (Open the meeting at 7:35 p.m.)**

Carolyn motioned to approve the agenda. John seconded it. Motion passed unanimously. Agenda was approved at 7:35 p.m.

**II. Approval of Meeting Minutes – January 8, 2007**

Carolyn motioned to approve the January 8, 2007 minutes. John seconded the motion. Approve minutes with change to last minutes of only those present abstained. Motion to approve with the changes "care and control" seconded by John. Approved as amended.

**III. Projects/Tasks**

**A. East Boston Camps –**

**a. Master Plan Committee Meeting –**

**b. Parks & Recreation – Nutting Road**

Pat handed out the cost break down for the CPC application, called the Westford Community Field Project Sheet. These are estimated figures. We have a good chance of being successful because there are not many other outside CPC applications (other than historical, open space and affordable housing). We could propose that the town identifies a set amount to put aside to go towards recreation each year.

Information included in the documents distributed by Pat was a comparison between natural vs. Synthetic turf. The turf life expectancy is estimated at 16 to 17 years and is a reasonable expectation. There is a field out there that is 10 years. The price per square foot is \$7.50.

There needs to be a safety zone in addition to the actual field size. John feels that the safety zone should be an additional 15 feet on top of the field dimensions used by Pat. Pat had originally planned on using field dimensions of 225 X 360. As a group the commission will determine the actual field dimensions. Field Turf includes a groomer in the price of the installation of the fields, so this is a cost savings.

She talked to Bruce Burke and he said they would want large field lines. One thing that is missing from the application is that the carpet may be able to be used as a fuel - Pat has an article showing that old carpet can be used to fuel cement kilns. This answers the question of how you get rid of the old carpet.

Pat is meeting tomorrow with Gus Bickford to work out an agreement with sports groups to determine field use in exchange for their support of the in-filled turf fields. The sports organizations are being asked to contribute to the installation of the fields: Soccer has 2 seasons, so we are asking for \$150,000.00, football and lacrosse has one season, so we are asking for \$75,000.00 from them.

Guidelines for draft of field use agreement will be included in the discussion of how their contributions equate with field use. Guidelines for user fees pricing for fields, this is in addition to the upfront money to build the fields.

Pat will be talking to Baseball about contributing.

Pat will include details about tournament play and what fees will be included. If soccer runs a tournament they can bring in money and a fee can be charged to pay for field maintenance.

**i. Wetlands flagging** – The Conservation Commission met on Wednesday, December 13 at 8:05 to review the ANRAD (Abbreviated Notice of Resource Area Delineation). Approval is good for 3 to 5 years. It's an important step in the process because it shows the flagging of wetlands. Bill Turner walked as it was being flagged and agrees.

Sandra attended the meeting at Rogers Fire station. The next step is for the commission to lay out the fields.

There is room for two full-sized fields and a small field with parking. We hope that the two full-sized fields will be in-filled turf. The natural topography lends itself to a conservative design.

**ii. Field Development Plan** – Wayne will speak with John Amato about developing a site plan and field design. There is \$5,000 available for design.

**iii. Neighborhood meeting** – we will set a new meeting once we have a preliminary design.

**iv. Booster's/fundraising** – Pat is working with Gus Bickford, Bob Connolly and the sports organizations. Westford Youth Soccer, lacrosse and other organizations will most likely help with fundraising.

**v. ANRAD (Kacy)** – filed and approved. This item may be removed from the agenda

## **B. Facilities**

**a. Old Highway Garage** – no new info.

**b. VMC (Veterans Memorial Complex)** – Carolyn paid \$186.00 for the abutter list. The filing fee (\$1000) should be waived, maybe Norman Khumalo, Asst. Town Manager will help with this if there is a problem. There is a planning board meeting on February 5 where the project should be approved. There is a fundraising dance on January 20<sup>th</sup> for the tennis courts.

The new building inspector is very strict, he even required the Eagle Scout to get a building permit with a stamped engineering design for wind shear on the design.

## **C. Properties –**

- a. Lavallee – Talk about this with Pat when she gets back. We would like to have a complex at this parcel. The commission would like to seek care, custody and control of this property.
- b. Tech Park West – no new.

## **D. American Legion -**

Baseball is looking for sponsors for signs. The signs would be vinyl sheets with grommets. The signs are taken up and down with each game. Now baseball would like to leave the signs up permanently and get more money for sponsorships. Pat needs to get information that she has to Kacy.

The new score board will be sponsored.

The Board of Selectman must approve permanent signs.

Remove this item from the agenda.

## **D. Marketing – American Legion signs on fields**

Kacy brought up an issue with signs – that dogs are not allowed off leash. There is a leash law in the town of Westford – it is a town by-law. The commission would like signs posted at the fields stating the town by-law regarding dogs. Kacy is also interested in pursuing a pooper-scooper law.

## **F. Credit Card – no new info**

**G. Town wide Coaches rules policy.** Remove from the agenda.

#### **IV. Reports/Updates**

**A. Programs -** Are going well. We are working with the school department and their staff to allow us greater access to the computers.

**Budgets** – The commission would like to place a line item for refurbishing the Frost Field. Add to the grounds portion of the agenda. The commission encourages the Parks & Recreation Department to ask for money in every aspect of maintenance and field development.

#### **B. Fields/Parks:**

**a.** Grounds – add the Frost field to the agenda.

**b.** Structures – no new information

**c.** Fencing – no new information

**d.** Parking – American Legion parking needs to be addressed for this spring, the commission wants to the department to ask for money.

#### **V. Old Business**

**A. CPC Representative** – Colleen is not able to take this position. Ken Henly will be the representative. Colleen will fill in for him if Ken is out of town. Other members of the committee include Ingrid Nilson, Tootie Healy, Bob Shaffer, Andrea Peraner-Sweet, Ken Shapiro... Ken will speak with MaryEllen about the committee. The next meeting is Tuesday, January 30 at 7:00 pm.

**B. Eagle Article** – Wayne asked for Lois to write an article about the new commissioners and that we have an opening for another member.

#### **VI. New Business**

**A. Special Town Vote** – January 9, 2007

To rescind vote for Graniteville woods because appraisal came in much lower so the Selectman want to rescind.

**B. Sports Organization Meeting** – we need to have another meeting. We can talk about the Nutting Road fields and the opening on the CPC meeting.

Pat is recommending that the commission move to a set per person fee. She feels this will be easier for the sports organizations to budget for each season.

## **VII. Next Meeting Date**

Next Meeting Date: February 5th start 7:15 pm

## **VIII. Adjournment**

Kacy motioned to adjourn at 8:35 p.m. John seconded the motion. Agreed unanimously.

EBC -

ANRAD - question Bill Turner about signed form from Cons. Com.

On February 27 Pat is going to Gillette Stadium. Lancaster complex has 5 fields off of Route 70. John can get us to go see the fields. Lancaster fields are finished. Field Turf - North East turf. John does not have any new construction until May or June.

John Amato spoke to the group regarding his designs for Nutting Road. The plan is based on the town maps. The field sizes may need to be adjusted. The topo between the fields is 6 to 8 feet. We may be able to set one of the fields in to the existing field.

The neighbors and town would like us to keep away from the tree line. The fields can be pulled closer to the property line. By sloping the field it will create a natural buffer. The commission questioned what size is necessary to accommodate the different sports. John A's puts 15 feet beyond the endline. John A's recommendation is to put in large fields in to accommodate future sports.

Next abutters meeting: The neighborhood meeting will address some of the local concerns. Will there be a natural grass areas. It won't be lined. But will be maintained. John A. Believes that you don't show the plans to anyone outside of the committee until the committee agrees with what they want concerning the plans.

Early March is a good time for a community meeting. Kacy proposes reducing the buffer.

Sandra questioned the possibility of having just a fence in the middle with one big flat surface. John A is concerned that that would take a lot to move the land. John A. Recommends not building fields on the same level to add an additional buffer zone. 4 foot fence works well.

Town Counsel needs to give John A. The go ahead to submit a bid so that he does not get an unfair advantage. That is why we need to be careful about asking him to do more work.

They did not show the maps and Pat got in writing that it should not have included the Nutting Road parcel.

B. EBCMPC - RFP Next Tuesday, Feb. 13 there will be a discussion on the Care, custody and control of the property. We are one of the 7 town departments that is allowed to own property.

We have been interested in managing and controlling the property. There is accountability to the Board of selectman and to a department, but not to a volunteer committee. Conservation only has one employee. The next EBCMPC meeting is next Thursday. The BOS wants to discuss the custody.

Pat suggests that we meet with John A. As soon as we get opinion from town counsel. Sandwich received \$500,000 from CPC for a new track. Concord approved 1.5 million of CPC for fields.

EBCMPC - RFP for camp

Public Forum 2/1/07

50 people at the meeting. Pat will give details when available.

Facilities

VMC - tennis courts Carolyn went before the planning board and received town approval of the site plans. \$1700 earned at dance

fundraiser. Carolyn will be working on builders after FEB vacation.

Carolyn asked if this could be included with the Nutting Road fields. Can we get the base work done.

Capital Pat requested fencing. It is under the town manager recommended II budget \$17K for fence. The town would have to vote to approve this budget.

Properties:

Lavallee - No new info. Next step is go to BOS to request land. Someone from the commission could talk to someone on board.

A letter needs to be written. But the BOS need to have an idea of what the commission wants to do with the property.

We are seeking commitment to move forward with the land. We could ask just for care and control of the property. Start the dialogue.

American Legion signs - Kacy spoke to Ross he thinks it should be pretty easy to get approval. The commission could request of the town that they allow signs on the fields. This could be a policy of the commission. Pat does have sign info from other towns. The commission should go to the BOS for temporary signs (less than 6 months)

Pat needs to go before the BOS and create a policy, for means of raising funds. Blanket OK.

Fence moved by playground allows for more parking.

Dogs not allowed on playing fields.

Marketing - new website good PR

Programs -great

Budget - Town manager presents his budget tomorrow night

Frost Field - on Jonathan's list to evaluate and get it funded to be fixed.

Old Business:

Sports Organizations Meeting - Nutting Road fields and fees need to have a meeting with the commission. Right now it is Soccer and Baseball/Softball should we have a meeting in March. Invite them to the next commission meeting. Agenda is to discuss new fields and changes in the existing agreements.

Maintenance fee - Pat is recommending that we move to a per player fee so the organizations can plan for a set amount.

\$60 - 80K for one field to be lit.

New Business-

Annual Report was due today.

Steve Gomes asked to reduce cost of field rental in the summer.

Kacy Motion to charge \$500 per weekend. Carolyn seconded the motion. All agreed

Next meeting March 5 at Millenium.

Motion to adjourn Kacy. Carolyn seconded. Agreed

Motion to adjourn meeting